

## **POLICE SERGEANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF WORK**

This is responsible supervisory patrol or traffic work or it involves performing the more technical and complicated phases of police work in the investigative, identification, records, training, or communication section. An employee of this class works an assigned shift and makes decisions in accordance with departmental rules and regulations or laws and ordinances. When work involves the more complicated phases, there is latitude for some freedom of operation within limits as outlined by a superior. Work is reviewed through reports, conferences, and satisfaction of results obtained.

### **EXAMPLES OF WORK**

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Supervises employees engaged in traffic and patrol work; assigns tasks and outlines objectives to be accomplished, reviews for satisfactory performance before and after completion; reviews reports; personally investigates or takes command of the more difficult situations or gives instructions to subordinates to accomplish task, dispatches personnel and equipment, inspects subordinates in the field and at headquarters.

Receives assignment; alone or in company with another employee proceeds to location, investigates situations involving juveniles or adults; diagnoses problem and takes steps necessary to eliminate undesirable situations; makes arrests; interviews adult or juvenile suspects, victims, witnesses, informers, and other persons to obtain evidence and to verify details; maintains surveillance; makes oral and written reports.

Works an assigned shift, receives assignment and travels to locations, searches for, collects, marks, preserves, and identifies evidence, photographs entire scene and special parts thereof, casts impressions, lifts latent fingerprints, classifies prints, compares prints with those on file for identification, makes drawings of crime scenes, makes oral and written reports.

Works an assigned shift and personally performs or directs subordinates in obtaining, preparing, and maintaining complete police records, including, but not limited to, traffic, investigative, identification, personnel, or any other records deemed necessary. Reviews and classifies reports of other personnel, searches data and reports findings to interested

parties. Makes oral and written reports.

Performs various related duties as assigned or required.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer immediately preceding closing date for application to the board.

Any regular and permanent employee hired after March 7, 1996, must have completed at least thirty (30) semester hours from an accredited college or university with a "C", or the grade equivalent, or better average.

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